

U. S. DEPARTMENT OF ENERGY  
WORK BREAKDOWN STRUCTURE DICTIONARY  
PART II - ELEMENT DEFINITION

<b>1. PROJECT TITLE/PARTICIPANT</b> Security/Bechtel Jacobs Company LLC		<b>2. DATE</b> 10/01/02	<b>3. IDENTIFICATION NUMBER</b> DE-AC05-98OR22700
<b>4. WBS ELEMENT CODE</b> 1.12.04.06.01.01		<b>5. WBS ELEMENT TITLE</b> Paducah BJC Safeguards and Security	
<b>6. INDEX LINE NO.</b> N/A	<b>7. REVISION NO. AND AUTHORIZATION</b> Rev 1		<b>8. DATE</b> 01/23/03
<b>9. APPROVED CHANGES</b> N/A			
<b>10. SYSTEM DESIGN DESCRIPTION</b> N/A		<b>11. BUDGET AND REPORTING NUMBER</b> PGDP BJC Safeguards & Security	
<b>12. ELEMENT TASK DESCRIPTION</b>  <div style="margin-left: 40px;">WBS GRAPHIC</div>  <div style="margin-left: 40px;">See attached.</div>  <b>INTRODUCTION</b>  <div style="margin-left: 40px;">This LCB covers all security services for personnel, equipment, and information located at or assigned to Paducah Project activities at the Paducah Gaseous Diffusion Plant.</div>  <b>LOGIC RELATIONSHIPS</b>  <div style="margin-left: 40px;">This Infrastructure subproject contains no hard logic ties to other subprojects. The Security LCB fiscal year cost targets assume the Bechtel Jacobs Company mission continues as defined in the M&amp;I contract.</div>  <b>SCOPE DESCRIPTION</b>  <div style="margin-left: 40px;">Release Sites and Facilities</div>  <div style="margin-left: 80px;">Assessments to be completed N/A</div>  <div style="margin-left: 80px;">Actions to be completed N/A</div>  <div style="margin-left: 40px;">Past and Future Accomplishments</div>  <div style="margin-left: 80px;">Past Accomplishments Provided security services for personnel, equipment, information, and Special Nuclear Material (SNM) located at or assigned to PGDP.</div>  <div style="margin-left: 80px;">Future Accomplishments Provide security services for personnel, equipment, information, and Special Nuclear Material (SNM) located at or assigned to PGDP.</div>			

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<p>Scope</p> <p>Program Planning This activity will provide program management support to all PGDP Security projects. This includes Bechtel Jacobs Company support provided by personnel from Security, Project Control, Engineering, Procurement and ES&amp;H. Specific activities include oversight and management of Personnel Security, Information Security, Security Education, Physical Security, OPSEC Program, Classification, Classified Computer Security, policies, training and assessments. Other tasks included in this activity are: planning and preparation of fiscal year and life cycle baselines; development/coordination of site tours that benefit all of PGDP; coordinating security activities between BJC and USEC; interacting with DOE Site Office on security issues; responding to BJC-OR Security on company issues; oversight of COMSEC and TSCM programs; handling personnel issues. This also includes providing security plans for compliance with DOE Orders and BJC policy regarding the protection of classified matter. These include transportation security plans, NCS security plans, uncleared individual security plans, security plans for storage of classified matter, security plans addressing project cleanup activities, and security plans covering reviews of classified matter.</p> <p>Professional Training and Development This activity includes the establishment of an ongoing training program for Bechtel Jacobs Company Security personnel. The training program includes, managing training records, training personnel, and budgeting for training.</p> <p>Policy Oversight and Development This activity includes cost of personnel and materials required for the management and oversight of S&amp;S activities. Program elements include: the development/implementation of procedures; providing guidance on security related issues to Paducah Project; support of safeguards and security survey activities; tracking and reporting the status of security-related findings from both internal and external audits/surveys and assessments; interface with USEC on security issues involving BJC/DOE interests.</p> <p>Protection Program Operations</p> <p>Physical Protection Protective Forces This activity collects all costs for services purchased through the Work Authorization with USEC to include provision of access controls and patrols; routine checks of security interest areas of Bechtel Jacobs managed facilities; protection and accountability of special nuclear material storage areas.</p> <p>Physical Security Protection Systems</p> <p>Barrier/Secure Storage/Locks This activity collects the cost, materials and labor to install and maintain physical barriers; maintain and inspect alarm system; install/remove security locks and conduct annual lock rotation.</p> <p>Entry/Access Control This activity collects the personnel and material costs for the following programs:</p>		

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? Maintaining a security badging program which includes the photographing of personnel, the fabrication of badges at ETTP, issuing and retrieving security badges, and the maintenance of badge accountability records.

? Maintaining a visitor access control program to ensure that only authorized personnel enter the security areas. The program includes verification of access authorizations for DOE and non-DOE visitors, publication of visitor listings, and distribution of portal media to protective force personnel.

Information Security

Information Protection

This activity collects the cost for implementation of physical and administrative controls for the protection of classified matter. Specific activities include providing guidance, implementing directives, providing training, and establishing security programs for the protection, marking, and tracking of classified security interests.

Classification/Declassification

This activity provides for the services of a classification officer who is trained and certified (appointed)by DOE to conduct reviews of information for the purpose of determining the correct classification level and category, which should be assigned to the information. This activity also includes information review for the purpose of downgrading classified documents and declassifying documents. The cost of training personnel to the level of classification officer, DC and DD is included in this activity. This cost also includes the review of materials for public release and the management of Export Control Information (ECI) and Unclassified Nuclear Information (UCNI) and review of matter to determine classification rulings.

The cost of extensive reviews of documents resulting from litigation requests is covered in this activity.

The Large Scale Classification Review Program (LSCR) is also included in this activity. The cost associated with this program is based on the review of 75,000 pages annually. This annual goal was established when the LSCR program was initiated several years ago and is a commitment to DOE. The program includes the cost of personnel to conduct document reviews, document remarking (if required), document redacting, tracking and reporting activities, and LSCR clerical support.

Operations Security (OPSEC)

This activity includes conduct of an OPSEC Program which involves issuing an annual plan, directing a working group, leading assessments, providing guidance on OPSEC issues, conducting OPSEC reviews of both documents and maps for publication. Since September 11, OPSEC issues have become highly focused. OPSEC reviews have been incorporated into the review process; OPSEC training has been provided to Derivative Classifiers; the Public Reading Room has been scanned to identify and remove documents containing information detrimental to the safety of employees and property. Additional support is being requested for this activity.

Cyber Security

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<p>Classified Computer Security Provides for the staff and materials required for implementation of a classified computer security program at the Paducah Gaseous Diffusion Plant. Staff personnel coordinate activities under the approval of the Bechtel Jacobs Company LLC-ETTP Classified Computer Master Plan. Staff personnel coordinate the annual security briefing for classified computer users; coordinate sanitization activities required for purging information; and prepare plans for establishment of new classified computer.</p> <p>Communications Security (COMSEC) This activity provides personnel and materials for the management and access to secure communication devices to include classified telephone service and classified facsimile service.</p> <p>Personnel Security</p> <p>Clearance Program This activity covers the cost of personnel and equipment to conduct personnel security activities to including preparation of QSP packages for initial clearances, reinstatements, reinvestigations, transfers and/or extensions. This activity also includes the cost of assisting personnel with the reporting of "Personnel Security Reportables" and maintenance of personnel security databases to provide for tracking of clearances in compliance with DOE approved variances.</p> <p>Security Awareness Program This activity provides for personnel and materials to develop, maintain, and implement a security awareness program which will provide accurate information to all employees and subcontractors to ensure that all personnel understand their security responsibilities and the security policies and procedures enforced at PGDP. The security awareness program includes development of security briefings, briefing presentations, development of training aids, and publication of guidance documents. Videotapes are provided to new employees/subcontractors to assist with educating individuals on security requirements. Security posters are placed throughout the BJC organization on a routine basis. Security briefings are given as required. Routine attendance at pre-bid conferences also enhances security requirements for potential contractors. E-mail messages are routinely sent to the BJC population to keep personnel informed of changing security requirements.</p> <p>Security Investigations This activity includes the personnel and materials required to conduct preliminary inquiries and investigations into security incidents at Paducah which involve DOE security interests. Investigative activities include field investigations, interactions with local and federal law enforcement personnel, event notification to DOE, and development of corrective action plans.</p> <p>Material Control and Accountability This activity collects all costs purchased through the Work Authorization (WA) with USEC for material control and accountability.</p> <p>Material Control This activity includes personnel to develop and maintain the Nuclear Material Control and Accountability Plan.</p>		

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Material Accountability  
This activity includes the cost of personnel required to maintain nuclear material accounting systems, conduct inventories, establish and implement measurement control activities, complete material transfer documentation, and track, resolve and report on any survey findings including maintenance of files.

It is the core value of Bechtel Jacobs Company that the safety and health of every worker and the public at large, and our environment, are the most important assets we are entrusted to protect. To accomplish this, an Integrated Safety Management System (ISMS), based on DOE's ISMS has been implemented that incorporates the five core functions and is based on the seven guiding principles. The objective of ISMS is to systematically integrate safety and environmental protection into the planning and execution of all work activities. The term safety encompasses Nuclear Safety, Industrial Safety, Industrial Hygiene, Occupational Health, Health Physics, and environmental issues. ISMS requirements flow-down to Bechtel Jacobs Company subcontractors. The Five Core Functions are: (1) Define the scope of work, (2) Analyze hazards, (3) Develop and implement hazard controls, (4) Perform work within controls, and (5) Provide feedback and continuous improvement. The Seven Guiding Principles are (1) Line Management Responsibility for Safety, (2) Clear Roles and Responsibilities, (3) Competence commensurate with responsibility, (4) Balanced Priorities, (5) Identification of Safety Standards and Requirements, (6) Hazard Control Tailored to Work Being Performed, and (7) Operations Authorization.

Before a subproject begins, several activities must be completed that demonstrate that all involved in the project have completed rigorous health and safety reviews and that all potential hazards of doing the work have been identified. The routine activities are conducted in accordance with standard operating procedures, activity hazard analyses, and Integrated Safety Management plans. Non-routine work will require a readiness assessment as necessary to ensure complete health, safety, and environmental reviews prior to work start. This assessment is conducted by people, experienced in similar kinds of work, with the right to examine all aspects of a project about to commence, and require that the project team provide documented evidence that any applicable requirements of the job have been met. Safeguards and Security projects follow the guidelines of the ISMS program. Program elements are implemented through procedures, training, performance appraisals, and briefings. Hazard reviews are performed for office and field activities. Field work generally falls under RWP's covered by facility managers.

**REQUIREMENTS/DRIVERS**

Bechtel Jacobs Company LLC Contract DE-AC05-98OR22700, December 18, 1997  
Integrated Safety Management System Description, BJC/OR-87, Revision 2, September 1999  
List other Requirements/Drivers for the scope of the Subproject (RODs, Permits, Laws)  
DOE Orders 470, 471, 472, 474  
As applicable, indicate other regulatory-related requirements.  
CERCLA: N RCRA: N DNFSB: N DOE Orders: Y AEA: Y UMTRCA: Y State: Y Other: Y/N

**WASTE VOLUMES**

Please see attached waste performance metrics, as applicable.

**PROJECT SCHEDULE**

Please see attached project summary schedule, and Milestone Status Summary Report.

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EXECUTION YEAR BASELINE		
Please see attached Budgeted Cost of Work Scheduled Plan.		
BASELINE BY YEAR		
Please see attached Baseline by Year Report.		

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